



WELCOME TO DOWNTOWN SALINA!

Thank you for your interest in Downtown Salina! We're excited about the investment you're making in your building and the continued energy in our downtown. As you plan your project, it's important to know that most exterior modifications (including signage, painting, window changes, and façade updates) require approval of a Certificate of Compatibility by the Design Review Board before a building permit can be issued. Almost any sign will require a sign permit. Note that some projects may require a Certificate of Compatibility but may not require a separate building or sign permit. Contact staff if you're unsure what applies to your project.

Requirements vary by project type. Contact staff or see the [Design Review Matrix](#) in the [Downtown Design Guidelines](#) to confirm what applies to your project. These approvals must be completed before construction begins, so we encourage you to plan ahead, gather the necessary materials for your application, and allow time to move through the review process.

Frequently Asked Questions

• **Where do I submit my applications?**

The City's online applications can be found at <https://salina.govbuilt.com/>.

• **How long does the DRB process take?**

The total time from a complete application (including renderings) to having an approved Certificate of Compatibility in hand ranges from 5-6 weeks depending on the time of application submittal. (See [schedule](#) for application timelines).

Process Steps Include:

- Submission of a complete application
- Staff review for completeness
- Placement into a **filing deadline cycle**
- Design Review Board meeting and action
- **14-day protest period** following approval

*The process from filing deadline (see schedule) to the end of the protest period ending typically takes approximately **35 days**.*

• **After the DRB approves my application, when will my building permit be released?**

The Certificate of Compatibility is not issued until the **14-day protest period** expires without an appeal being filed. Because a building permit cannot be approved until the Certificate of Compatibility has been issued, no permit will be issued and no work should begin until after that 14-day period has passed and the Certificate has been formally issued.

Helpful Links

- [Downtown Design Guidelines](#)
- [Downtown Salina Page](#)
- [Certificate of Compatibility Application](#)
- [Building Permit Applications](#)
- [Planning Board Schedules](#)
- [Design Review Board Code Section](#)
- [Salina Downtown Inc.](#)

Community & Development Services

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Frequently Asked Questions cont.

- **Is there any funding assistance for my project?**

Salina Downtown Inc. can be contacted regarding potential grants and programs.

- **How do I know what types of renovations/signs require a permit and Certificate of Compatibility?**

While the majority of façade modifications require both a building permit and Certificate of Compatibility, you can always reach out to staff to discuss your project and receive confirmation. (See the Design Review Matrix in the Downtown Design Guidelines [pg. 51] for a list of common project types and the level of review required).

DRT

For larger or more complex projects, applicants are encouraged to schedule a

Development Review Team

(DRT) meeting through the City's website to receive early feedback.

(Use link or email PlanGroup@salina.org).

Applicants can apply for a building permit early, however it will **not be issued until after DRB approval and the 14-day protest period**. If the DRB does not approve the request, the permit will not be issued.

APPLICATION PREPARATION CHECKLIST

Before submitting your application (Building Permit, Sign Permit, or Certificate of Compatibility), please be prepared to provide the following:

- **Project description** (scope of work and proposed changes)
- **Property Owner Consent form**
- **Photos/elevations of the existing building or site**
- **Renderings, elevations, drawings, or product specifications** showing proposed changes
- **Accurate dimensions and measurements** (sign size, window changes, facade elements, etc.)
- **Material and color details** (paint colors, finishes, signage materials)
- **Contractor information** (if applicable)
- **Site or building location information** (address, tenant space, etc.)
- **Approximate project cost**
- **Site plan detailing placement/locations of alterations with accurate dimensions**

Please note: Incomplete applications may delay review and scheduling for the Design Review Board. For larger or more complex projects, consider scheduling a Design Review Team (DRT) meeting through the City's website to receive early feedback before submitting.